

CIRCUIT COURT FOR BALTIMORE CITY

COURT SECRETARY II

The Circuit Court for Baltimore City seeks an experienced applicant for the position of Court Secretary II to serve as the personal secretary to the Chief Medical Officer or works in the Medical Service Division. This position receives general supervision from the Chief Medical Officer or the Director of the Court Medical Services Division.

The duties include typing psychiatric reports, psychological reports and meeting minutes. This individual also schedules appointments for clients to be seen by social workers, psychologists and psychiatrists and compiles information from other agencies for these interviews. Additionally, the Court Secretary II orders supplies, organizes and maintains files, prepares statistical reports on persons interviewed, maintains records of attendance and vacation of office personnel.

Qualifications:

The minimum qualifications include graduation from an accredited high school with training in stenography and the use of the Dictaphone. The applicant must have a minimum of five years of progressively responsible experience or two years of employment as a physician's secretary. The applicant must have proficient knowledge of grammar and usage, spelling, punctuation and vocabulary. Microsoft Office and Lotus Notes skills are required, with an emphasis on the Word and Access applications.

Annual salary of \$37,831 with a benefits package. Interested applicants should submit a cover letter and resume to:

**Beverly Wise, Director of the Court Medical Services Division
Circuit Court for Baltimore City
Courthouse East
111 North Calvert Street, Room 100
Baltimore, Maryland 21202
(410)396-5013
Please, no email responses.**

The closing deadline for receipt of resumes is May 5, 2008.

NON-CLASSIFIED POSITION

AN EQUAL OPPORTUNITY EMPLOYER